

12 NOV 1973

MEMORANDUM FOR: Deputy Director for Management
and Services

SUBJECT: MSAG Agenda for 13 November 1973
Meeting with DD/M&S

A. Papers Completed

1. Quality Step Increase Program
2. Agency Regulatory System
3. Establishment of a Secretarial & Clerical Career Service
4. DDM&S Position Control

B. Management Briefs Completed

1. Agency Space Problem
2. Tube System Use
3. Fire Drills
4. Inter-Office Envelopes
5. Commuter Service
6. Expand CIA Displays
7. Office Name Changes
8. Office-wide Meetings

C. Projects Currently Being Studied

1. Drug Problem
2. Family Size for Overseas Tours
3. Office Arbitration Committees
4. Payment Policy for External Training
5. Assignments Across Directorate Lines
6. DDM&S Attitudinal Survey - Comments
7. Supergrade & SPS Fitness Reports

- D. Open discussion for new and old business including Mr. Brownman's recent trip.

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E. Upcoming Events


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1. [REDACTED]/OPPB will speak on MBO - 19 Nov 73 -
1E74, Hqs.
 - a. All other Directorate MAGs, including the Agency MAG,
have been invited and will attend.

Management & Services Advisory Group

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6	Requesting				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
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Remarks: <p>A 1973 item that may be of some interest. Strictly F4I</p>					
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